



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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MICHAEL D. ANTONOVICH  
Fifth District

July 17, 2007

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

## **RECOMMENDATION TO AWARD 20 CONTRACTS WITH VARIOUS AGENCIES TO PROVIDE FOOD STAMP APPLICATION ASSISTANCE SERVICES (ALL DISTRICTS – 3 VOTES)**

### **IT IS RECOMMENDED THAT YOUR BOARD:**

1. Delegate authority to the Director of the Department of Public Social Services (DPSS), to prepare and execute contracts substantially similar to Attachment I, with the 20 community-based agencies listed on Attachment II, effective July 25, 2007, for maximum contract amounts totaling \$117,210 for a one-year period and two additional one-year renewals for the same amounts, to provide Food Stamp application assistance services. Funding for these contracts is included in the DPSS' Fiscal Year (FY) 2007-08 Proposed Budget. Funding for future years will be included in the Department's budget requests.
2. Delegate authority to the Director of DPSS, to prepare and sign amendments to the contracts that result in cumulative decreases or increases of no more than 20 percent of the original contract maximum and when the change is necessitated by additional and necessary services that are required in order for the various contractors to comply with changes in federal, State or County requirements.
3. Delegate authority to the Director of DPSS to prepare and sign amendments to the contracts to reallocate un-spent funds at the mid-point of each fiscal year; however, no contract shall be reduced or increased more than 25 percent of their contract maximum for the fiscal year. The approval of County Counsel and the Chief Executive Office (CEO) will be obtained prior to executing such amendments, and the Director of DPSS will notify the CEO in writing within ten business days after execution.

4. Delegate authority to the Director of DPSS to execute contracts substantially similar to Attachment I with additional agencies provided: (a) the agencies submit Statements of Qualifications (SOQs) that are evaluated as either meeting or exceeding the standards set forth in the Request for Statements of Qualifications (RFSQ); (b) sufficient funds are available and allocated for that purpose in the Department's adopted budget; and (c) the additional agency(s) will improve access to Food Stamp application assistance services throughout the County.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of these contracts will allow DPSS to provide Food Stamp application assistance services to individuals in all five Supervisorial Districts. These services include assisting individuals with completing the application for Food Stamp benefits, and collecting all necessary supporting documentation. The contracts will provide another avenue for individuals to seek and obtain assistance, as well as obtain assistance during non traditional hours. The resulting services are expected to increase participation in the Food Stamp Program by eligible families and individuals and will help to decrease hunger and food insecurity in Los Angeles County.

#### **Implementation of Strategic Plan Goals**

The recommended actions are consistent with the principles of the Countywide Strategic Plan Goal #5: Improve the well-being of children and families in Los Angeles County, Strategy #2: Enhance the ability of families to achieve self-sufficiency and economic well-being.

#### **FISCAL IMPACT/FINANCING**

The maximum total amount for these contracts for the one-year period is \$117,210. Funding for these contracts is included in the DPSS' FY 2007-08 Proposed Budget. Funding for future years will be included in the Department's budget requests. There is no additional Net County Cost impact. Services will be fully offset by the Department's Food Stamp administrative allocation. The Department has reserved \$32,790 for allocation to additional agencies and/or re-allocation at mid-year to the agencies listed on Attachment II.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The contract term will be for one year, commencing July 25, 2007, or one day after Board approval, whichever is later, through June 30, 2008, with two additional one-year renewals through June 30, 2010.

The contractors will provide Food Stamp application assistance services by assisting individuals with completing the application for Food Stamp benefits and assisting with the collection of all necessary supporting documentation. Contractors will also perform outreach activities to inform individuals of the availability of this service.

The award of this contract will not result in the unauthorized disclosure of confidential information and will be in full compliance with federal, State and County regulations.

The Living Wage ordinance does not apply because the recommended contract is a non Prop A Contract.

The Contract has been approved as to form by County Counsel.

### **CONTRACTING PROCESS**

Food Stamp application assistance services were solicited through an RFSQ in accordance with Los Angeles County Code Section 2.121 and California Department of Social Services (CDSS) regulations on Purchase of Service, Chapter 23-600. DPSS released the RFSQ on March 22, 2007.

DPSS advertised the solicitation by mailing interest letters to over 2,000 community-based and faith-based organizations, including those on the DPSS Bidder's List. The Department also placed advertisements in 12 newspapers, including publications targeting minority communities. In addition, the RFSQ was posted on the DPSS web-site and the Los Angeles County "Doing Business with Us" web-site.

The RFSQ provided for a maximum of 25 contract awards during the first year, with five agencies serving each Supervisorial District. CDSS approved of this unique approach pursuant to Manual of Policies and Procedures section 23-650.17. The Department is recommending contract awards to all 20 of the qualified agencies. However, two Districts will be served by more than five agencies. As the RFSQ provides that additional SOQs will be accepted for consideration of future contract award on an ongoing basis, DPSS will have the ability to add qualified agencies. In addition, mid-point allocation adjustments of funds will provide flexibility to allocate funding to new and existing agencies.

### **CONTRACT PERFORMANCE**

Monitoring of these contracts will be performed at least annually. The expected performance outcome is to increase participation in the Food Stamp Program by eligible families and individuals and to provide an innovative avenue for individuals to receive outreach and seek information about the Food Stamp Program and assistance with the application process.

During the term of the contracts, DPSS will monitor contractors to ensure that language appropriate services are being provided, outreach activities are being conducted and confidentiality of participant information is being maintained. On-site visits and reviews of monthly management reports will be conducted by DPSS contract administrators and monitors. The performance of contractors will be assessed at the mid-point of each fiscal year to determine which agencies are providing the expected level of service.

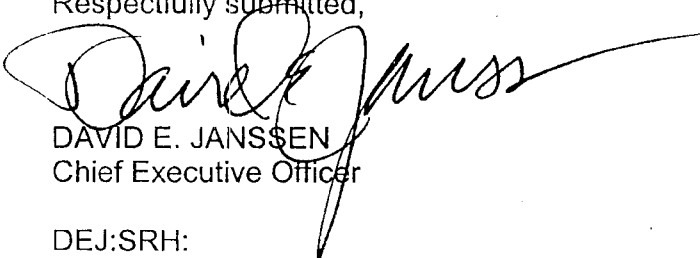
### **IMPACT ON CURRENT SERVICES**

These contracts make Food Stamp application assistance services available to interested individuals in the five Supervisorial Districts.

### **CONCLUSION**

Upon Board approval, the Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board letter to the Director of DPSS.

Respectfully submitted,



DAVID E. JANSSEN  
Chief Executive Officer

DEJ:SRH:  
PLB:lbm

Attachments (2)

c: County Counsel  
Executive Officer, Board of Supervisors